

CRANSTON SCHOOL COMMITTEE
MONDAY, DECEMBER 20, 2010
WESTERN HILLS MIDDLE SCHOOL
400 PHENIX AVENUE
EXECUTIVE SESSION: 6:00 P.M.
IMMEDIATELY FOLLOWED BY PUBLIC SESSION

AGENDA

Call to order – 6:00 p.m. – Convene to Executive Session Pursuant to RI State Laws PL 42-46-5(a)(1) Personnel; PL 42-46-5(a)(2) Collective Bargaining and Litigation (Contract Negotiations' Update – Teachers, Teacher Assistants/Bus Aides, Technical Assistants); (Secretary Arbitration Award); (Discussion of Administrator's Performance, Roles and Responsibilities).

- 1. Executive Session**
- 2. Call to Order – Public Session**
- 3. Roll Call – Quorum**
- 4. Executive Session Minutes Sealed – December 20, 2010**
- 5. Minutes of Previous Meetings Approved – November 8, November 17 and November 22, 2010**
- 6. Public Acknowledgements / Communications**
- 7. Chairperson's Communications**
- 8. Superintendent's Communications**

9. School Committee Member (s) Communications

10. Public Hearing

a. Students (Agenda/Non-agenda Matters)

b. Members of the Public (Agenda Matters Only)

11. Consent Agenda/Consent Calendar

RESOLUTIONS

SPONSORED BY THE COMMITTEE

NO. 10-12-01 – Whereas, Christine Ann Baum, Early Childhood through Young Adulthood/Exceptional Needs Specialist at Cranston High School West and Stephanie A. Kaffenberger, Early Adolescence/English Language Arts Teacher at Western Hills Middle School, have earned the prestigious National Board of Professional Teaching Standards Certificate, and

Whereas, these teachers have demonstrated by earning National Board certification that they have met the high and rigorous standards for what accomplished teachers should know and be able to do. NBPTS Certification is a national voluntary system certifying teachers who meet these rigorous standards through intensive study, expert evaluation, self assessment and peer review, and

Whereas, as part of the process, these teachers built a portfolio that included student work samples, assignments, videotapes and a

thorough analysis of their classroom teaching. Additionally, these teachers were assessed on their knowledge of the subjects they teach, and

Whereas, these teachers are committed to the five core propositions of National Board Certification in their commitment to students and learning, knowing the subjects they teach and how to teach them; are responsible for managing and monitoring student learning, think systematically about their practice and learn from experience; and are members of a learning community, and

Be it RESOLVED, that these two teachers be recognized by the Cranston School Committee for their outstanding accomplishments in earning certification from the National Board of Professional Teaching Standards.

Be it further RESOLVED, that each of these teachers be presented with a copy of this Resolution signed by the members of the Cranston School Committee.

SPONSORED BY SCHOOL COMMITTEE MEMBER ANDREA IANNAZZI

NO. 10-12-02 – Whereas, the Rhode Island Hospitality Association and the Rhode Island Hospitality Education Foundation held the 21st Annual Stars of the Industry ceremony on December 1, 2010;

Whereas, the Cranston Area Career and Technical Center's own Chef Martha Sylvestre received the RI Hospitality Teacher of the Year Award;

Be it RESOLVED, that the Cranston School Committee extends congratulations to Chef Martha, and expresses deep appreciation for the enthusiasm, dedication, and commitment she displays.

Be it further RESOLVED, that Chef Martha receive a copy of this resolution, signed by members of the Cranston School Committee.

RESOLUTIONS

NO. 10-12-03 - Be it resolved to Accept or Reject Arbitrators' Award re: Cranston School Committee and Rhode Island Council 94, AFSCME, AFL-CIO, Local 2044. (Fiscal Analysis Attached)

ADMINISTRATION

PERSONNEL

NO. 10-12-04 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the 2010-2011 school year:

Brian Lally...step 1

Education...University of Vermont, BS

Experience...CPS Sub

Certification...Special Education Middle/Secondary

Assignment...CHSE .6 FTE

Effective Date...November 29, 2010

Authorization...Replacement

Fiscal Note...11313260 511100

Barbara Tarczuk, step 11 + MA

Education...URI, BA

Experience...CPS Teacher

Certification...Reading Consultant

Assignment...Gladstone .5 FTE

Effective Date...January 10, 2011

Authorization...New

Fiscal Note...54919124 51110 (Title 1)

NO. 10-12-05 -RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Jason Nadeau, Elementary

Elizabeth Merrill, Elementary

NO. 10-12-06 -RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a

**leave of absence without compensation as provided in Article XIX,
Section B.4 of the Master Agreement between the Cranston School
Committee and the Cranston Teachers' Alliance:**

Virginia Slaughter, Teacher

Cranston West

Effective Date...April, 2011 to January, 2012

**NO. 10-12-07 -RESOLVED, that at the recommendation of the
Superintendent, the following certified staff member be granted a
leave of absence without compensation as provided in Article XIX,
Section F of the Master Agreement between the Cranston School
Committee and the Cranston Teachers' Alliance:**

Fred Maccaron, Jr., Teacher

Cranston East

Effective Date...August, 2011 to June, 2012

**NO. 10-12-08 -RESOLVED, that at the recommendation of the
Superintendent, the following individual(s) be appointed as an
athletic coach:**

Dina Cesana, Head Coach Girls' Indoor Track

CHSE

Step-7

Class-B

Playing Competition-High School

Coaching Experience-Cranston High Schools

Certification-RI Coaches Certification; CPR/AED/First Aid

NO. 10-12-09 -RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Donna Dodd, Bus Monitor

Transportation

Effective Date...November 22, 2010

Authorization...Replacement

Fiscal Note...12845090 51110

Melanie Williams, Bus Aide

Transportation

Effective Date...December 20, 2010

Authorization...Replacement

Fiscal Note...11345120 51110

**Maria Manni Thresher, Culinary Arts Baking & Catering Associate
CAC&TC**

Effective Date...December 20, 2010

Authorization...New (Perkins Grant)

Fiscal Note...51974132 51110

Martine Dodd, Teacher Assistant

CHSW

Effective Date...December 20, 2010

Authorization...Replacement

Fiscal Note...12646020 51110

NO. 10-12-10 -RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Suzanne Arena, Secretary

NO. 10-12-11 -RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Judith Spaziano, Bus Driver

Transportation

Effective Date...December 30, 2010

NO. 10-12-12 -RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Elizabeth Lirakis, Program Assistant

Bain + 2

Effective Date...December 16, 2010

NO. 10-12-13 -RESOLVED, that at the recommendation of the Superintendent, non-certified staff members be recalled from layoff, and

Be if further RESOLVED, that the Superintendent notify those individuals of the committee's actions.

NO. 10-12-14 - RESOLVED, that at the recommendation of the Superintendent, the termination of a non-certified Employee A be accepted.

NO. 10-12-15 - RESOLVED, that at the recommendation of the Superintendent, the rate of the substitute bus driver be raised from \$9.50 to \$10.50.

POLICY AND PROGRAM

NO. 10-12-16 - RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration be authorized:

1. Michele Simpson, Director of Early Childhood and Arlene Garrison, Director of

Special Education, to travel to Phoenix, AZ from May 1, 2011 through

May 4,

2011 to attend the LRP (Legal Issues of Educating Individuals with Disabilities)

Conference, at no cost to the District. All funding through IDEA Grant. Please see attached Conference Forms and back-up.

2. Cheryl Coogan, Executive Director of Pupil Personnel & Curriculum, and Jeannine

Nota-Masse, Executive Director of Educational Programs & Services, to travel to

Baltimore, Maryland from January 13, 2011 – January 16, 2011 to attend the AFT

Winter Training Conference, at no cost to the school department. All expenses

will be covered by AFT. Please see the attached copies of Conference Forms.

3. Deborah Mellion, Director of Literacy, and Susan DeRiso, Literacy Teacher at

Dutemple School, to travel to Orlando, Florida from May 8, 2011 to May 11,

2011 to attend the IRA Annual Convention: The Power of Literacy, at no cost

to the school department. All expenses to be covered through Title I Grant and

no substitutes needed. Please see the attached Conference Forms.

4. Karen Verrengia, Engery Director/Energy Program, to travel to Fort Worth, TX

from February 14, 2011 through February 16, 2011, to attend the 2011 Winter

National Training Conference, at no cost to the school department.

Expenses

and funding through EEI, per agreement with Energy Education, Inc.

Please see

attached Conference Form.

5. Amy Misbin, Special Education Teacher at Western Hills Middle School, and Ken Bowling, teacher at Cranston High School East and the Vice president of the

Cranston Teachers' Alliance, to travel to Linthicum Heights, Maryland, to attend the AFT Professional Development Winter Institute 2011 at the Maritime Institute from January 13, 2011 through January 16, 2011, at no cost to the school department. All funding through the AFT (American Federation of Teachers). Please see the attached Conference Form.

6. Dr. Judith A. Lundsten, Assistant Superintendent, Cheryl Coogan, Executive Director of Pupil Personnel & Curriculum, Thomas Barbieri, Principal at Bain Middle School, James Dillon, Director of Student Information Services, Lizbeth Larkin, Teacher at Park View Middle School and President of Cranston Teachers' Alliance, Ken Bowling, Teacher at Cranston High School East and Vice President of Cranston Teachers Alliance, Amy Misbin, Special Education Teacher at Western Hills Middle School, and Kathleen Torregrossa, teacher at Hope Highlands School, to travel to Brooklyn, NY, to attend the AFT (American Federation of Teachers) Leadership

Seminar from January 26, 2011 through January 29, 2011, at no cost to the school department. All funding through the Cranston Teachers' Alliance. Please see the attached Conference Forms.

7. Sheila Lagasse, Cranston High School West, and five (5) students to travel to Yale

University in Connecticut to compete in the Yale Invitational Track meet from January 21, 2011 – January 22, 2011, at no cost to the school department. The

cost of the trip, in its entirety, has been covered through fundraising (see

attached e-mail from Principal Steven Knowlton). Please see the attached

Field Trip of Long Duration Form.

POLICIES

NO. 10-12-17 - RESOLVED, that at the recommendation of the Superintendent, Employee Computer Use Policy, be approved for second reading. (Policy attached)

NO. 10-12-18 - RESOLVED, that at the recommendation of the Superintendent, Process of Appeals for all Policy Matters including but not limited to Student Discipline for all Suspensions of more than ten (10) days, as amended, be approved for first reading. (Policy attached)

NO. 10-12-19 -RESOLVED, that at the recommendation of the

Superintendent, the Coaches Handbook Policy, as amended, be approved for first reading. (Policy attached)

12. Action Calendar / Action Agenda

13. New Business

14. Public Hearing on Non-agenda Items

15. Announcement of Future Meetings – Jan. 3, Jan. 18, Jan. 26 and Jan. 31, 2011 (if necessary)

16. Adjournment

School Committee Members who are unable to attend this meeting are asked to notify the Chairman in advance.

Interested persons and the public at large, upon advance notice, will be given a fair opportunity to be heard at said meeting on the items proposed on the Agenda.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' Administration Building, 845 Park Avenue, Cranston, RI; and Cranston City Hall, 869 Park Avenue, Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in

advance of meeting/hearing dates.

Notice Posted: December 16, 2010 / Cranston Herald

EMPLOYEE COMPUTER USE POLICY

CRANSTON PUBLIC SCHOOLS

Purpose and Scope

Computer systems, including electronic mail and internet access, are District-owned resources and are provided as tools for the educational mission of the schools.

The District has established the following policy with regard to use of the computer equipment, services, access and disclosure of electronic mail messages, created, sent, or received by District employees using the District's electronic mail system and internet services. Violations of this policy may result in disciplinary action up to and including termination. If necessary, the District shall advise appropriate legal officials of any illegal activities.

Computer Use

Each employee of the District shall be responsible for using the District's computer systems for job-related purposes only. Because the computing systems, including but not limited to the equipment and software, belong to the District, the District has an obligation to ensure their legal and ethical use and has the right to monitor all of the District users. Employees may use only system resources that they are authorized to use and only for the job-related purposes specified. Employees shall be held accountable for all usage of their systems and shall keep their key words and passwords confidential to protect themselves and their files. Accessing and/or reading another employee's files is prohibited unless authorized by the employee's supervisor. Employee shall not transport software or data provided by the District to another computer site without prior authorization from the employee's supervisor.

The use of computers and the network are provided to the employees as tools for job-related use. Misuse of computers and the network shall be subject to disciplinary action up to and including termination. Such misuse would include, but not be limited to the following:

- \$ Use of the system for any unlawful, invasive, infringing, defamatory or fraudulent purpose**
- \$ Copying system files**
- \$ Copying of copyright materials**
- \$ Transportation of copyrighted software from one site to another**

without the owner's expressed permission

\$ Use of abusive or otherwise objectionable language in either public or private messages

\$ Accessing, viewing, downloading or utilizing any other method for retrieving, fostering or promoting non-District related information including, but not limited to, entertainment sites or pornographic sites

\$ Sending of "chain-letters", jokes or lists or any other types of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others

\$ Use of system and/or networks in attempts to gain unauthorized access to other networks

\$ The use of the system to solicit or proselytize for commercial venture or religious or political causes, outside organizations or other non-job-related solicitation

\$ Use of the system to create any offensive or disruptive messages including sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability

\$ Use of the system to communicate confidential or sensitive information such as performance reviews, disciplinary and/or corrective actions, or attorney/client privileged information, personnel information and health or medical information

All software, programs, applications, templates, data and data files

residing on District computer systems or storage media are property of the Cranston School District and shall not be removed from the work place without proper authorization.

Copyright Infringements

Unauthorized duplication of copyrighted information or data and software packages is a direct infringement of the Federal copyright law. Illegal copying of software shall be subject to disciplinary action.

Email Policy

It is required that all Cranston Public School employees utilize their school account for all correspondence having to do with work-related communication. All employees upon hire will receive a “user @cpsed.net” account that is to be used for all school-related communication. Forwarding of this account is prohibited due to the private nature of school-related correspondence.

Sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is deemed authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

The electronic mail system, hardware, software are the property of the Cranston School District. Additionally, all messages composed, sent or received on the electronic mail system are, and remain, the property of the District and as such can be viewed, retrieved and monitored by the District. Email is not the private property of the employee. The use of the computers and the electronic mail system is reserved solely for the conduct of business of the Cranston School District. The email system shall be used for business purposes only and shall not be misused as set forth in the preceding paragraphs. The users receiving any inappropriate and/or prohibited emails should immediately contact the Director of Technology at 401-270-8195.

Internet Access

District employees are expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted during the employee's normal work hours.

All internet data that is composed, transmitted and/or received by the District's computer system is considered to belong to the District. It is, therefore, subject to disclosure for legal reasons or to other appropriate third parties. The equipment, services and technology used to access the internet are the property of the District and the District reserves the right to monitor internet traffic and monitor and

access data that is composed, sent or received through its online connections.

Software Use

Technical staff must be consulted before the installation of software. Unauthorized software can make a computer inoperable, cause network conflicts, spread computer viruses and take up valuable computer space.

Only software purchased by or licensed to the Cranston School District may be used on District computers. Use of licensed software must conform to the terms of the Agreement.

**PROCESS OF APPEALS FOR ALL POLICY MATTERS INCLUDING
BUT NOT LIMITED TO**

STUDENT DISCIPLINE FOR ALL SUSPENSIONS OF MORE THAN TEN (10) DAYS

1. In compliance with the Board of Regents' Regulations for Governing Disciplinary Exclusions of Students from School, For All Suspensions of More Than Ten (10) Days and Expulsions (B.R. July 8, 1976) at the Superintendent's request, the Chairperson shall call to order a hearing board comprised of a minimum of three School Committee members unless otherwise prohibited by law. All School Committee members are welcome to participate and vote. The decision of this hearing board shall be binding upon the entire School Committee.

2. Notwithstanding paragraph 1 above, if the discipline is a result of a violation of RIGL 16-2-17. Right to a Safe School, the Hearing Board shall not be convened and the School Committee hereby designates the Superintendent or his designee to act as a hearing officer and to suspend all pupils found guilty of conduct or in violation of those school regulations which relate to the rights as set forth in RIGL 16-2-17(a).

3. Appeals of any decisions or actions rendered by either the hearing board or hearing officer as set forth above may be appealed to the Commissioner of Elementary and Secondary Education.

Resolution 9-3-22 DRAFT

CRANSTON

PUBLIC SCHOOLS

ATHLETIC DEPARTMENT HANDBOOK

TABLE OF CONTENTS

Goals and Objectives	1
Purpose of Handbook	2-3
Role of the Athletic Director	4-8
Duties of the Head Coach	9-12
Duties of the Assistant Coach	13
Duties of Equipment Manager	14
Volunteer Coaches	15
Reappointment of Coaches	15
Code of Ethics: Sportsmanship	16
Athletic Awards	17
First Aid	18

GOALS AND OBJECTIVES

The major goals and objectives of the Athletic Department are:

- \$ to encourage good sportsmanship**
- \$ to foster development of skills and teamwork**
- \$ to develop self-discipline**
- \$ to develop a positive self-image**
- \$ to develop a respect for constituted authority**
- \$ to cultivate healthy values and attitudes**

\$ to develop goals geared toward achievement and success

\$ to develop enthusiasm and appreciation for athletics

\$ to provide a positive role model for athletes in language and decorum

PURPOSE OF HANDBOOK

This Handbook is designed to serve the Athletic Director, all coaches and managers in the Cranston Public School's Athletic Program. It will serve as a directory and guide for effective athletic administration at the middle school and high school levels. It will assist in answering basic questions relating to the Rhode Island Interscholastic League requirements, school athletic requirements and team administrative responsibilities.

The policies outlined in this handbook summarize current policies of the Cranston Public Schools Athletic Department Programs and are intended as guidelines only. In addition, the language and policies of this handbook do not create and cannot be construed to create an expressed or implied contract of employment or continuation of employment between the Cranston Public Schools and any or all of its coaches. While we believe wholeheartedly in the policies

described herein and while there are contractual conditions of employment, employment with the Cranston Public Schools, with regard to the Athletic Director, coaches and managers is on an at-will basis. This means that the employment relationship may be terminated at any time by either party for any reason not expressly prohibited by law.

The Cranston Public Schools retains the right to make all decisions involving policies, management and employment. The Cranston Public Schools reserves the right to modify, revoke, suspend, terminate, amend or change any or all of the policies contained herein.

The handbook supersedes and replaces any and all prior handbooks and/or policies with regard to the Cranston Public Schools Athletic Department.

ROLE OF ATHLETIC DIRECTOR

Duties of the Athletic Director

The overall function of the Athletic Director is to plan, develop, and supervise all activities related to interscholastic participation.

Responsibility to Chief Operating Officer

The Athletic Director is responsible to the Chief Operating Officer and is a liaison between the Rhode Island Interscholastic League and the

coaching staff. Special duties include:

1. Responsible for submitting required reports:

\$ team bus schedules

\$ team eligibility lists

\$ confirmation of home schedule with opposing schools

\$ complete team schedules

\$ equipment inventory

\$ annual budget request for athletic department

\$ equipment order and purchase

\$ insurance claims with the RIIL Injury Fund

\$ end of season coaching evaluations

\$ gate receipts

\$ Athletic Department checkbook

\$ end-of-year report to superintendent

\$ end-of-year report to Title IX Office

2. Major areas of responsibilities and essential duties:

\$ Provide effective leadership for continued evaluation, development, and improvement of the interscholastic athletic program within the goals and objectives and with particular reference to the special needs of the community.

\$ Observe and evaluate all head coaches in their discharge of duties.

\$ Prepare and submit a budget annually to assure adequate funding for the interscholastic athletic program.

\$ Submit annually a financial and extent of participation statement, for the total interscholastic athletic program—receipts, expenditures and student participation.

\$ Supervise and coordinate the care, maintenance, storage, and inventory of all athletic equipment and supplies.

\$ Supervise the maintenance, repair and preparation of all athletic fields and gyms and coordinate the schedule for their use.

\$ Supervise and arrange for the securing and paying of game officials and attendants.

\$ Serve as an official school representative to local, district, and state meetings in matters pertaining to athletic policies, rules, regulations, and tournaments.

\$ Assure adherence to the Rhode Island Interscholastic League policies, regulations, and procedures.

\$ Maintain complete team records for all sports at all levels to include won and loss records, league standings, championships, and number of participation at the beginning and end of each sport season.

\$ Maintain and approve all varsity eligibility lists, parent permission documents, assumption of risk, medical examination, and insurance forms for each sport.

\$ Arrange schedules and transportation for all interscholastic sports at all levels of competition (7-12) including league and non-league opponents, and file game contracts in athletic office.

\$ Provide for the proper administration and supervision of all athletic contests including ticket sellers and takers, security, medical and ambulance service, announcers, game personnel, spectator seating, and parking of vehicles.

\$ Approve all recommendations for athletic awards, distribute awards to coaches and maintain records per sport and season for all awards issued.

\$ Assume responsibility for the revision and recommendation of the “Coaches’ Handbook” for Cranston Public Schools.

3. Responsibility to the coaches

a) Arrange for coaches to receive all required student athletic forms including:

\$ assumption of risk form

\$ annual questionnaire form

\$ form for physical

\$ team eligibility form

\$ bus request form

\$ injury report form

\$ tournament request form

b) Arrange for coaches to receive and collect coach's administrative forms including:

\$ equipment inventory and budget request

\$ end-of-season game reports (where applicable)

\$ student athletic awards

\$ coaching evaluation forms

\$ game schedule and bus request

\$ RIIL "Blue Book" (now available online: www.riil.org)

c) Arrange for issuance, collection, and storage of team athletic supplies, equipment, and uniforms.

d) Draw up practice times for use of facilities.

e) Prepare game schedule and practice schedule for custodial staff.

f) Assist the head coach in inspection of facilities for safety before utilization.

g) Insure that coaches follow all rules and regulations pertaining to athletic practices, schedules, games and facilities.

h) Maintain a file for every student participating in high school athletics.

i) Evaluate head coaches at the end of their season of coaching for the school year.

j) Ensure that all rules and regulations of the RIIL are followed.

4. Responsibility to the Athletic Contest

\$ Be responsible for recruiting personnel supplemental to game officials necessary for various games or matches

\$ Be responsible for payment of officials and all game personnel or delegate such responsibilities.

\$ Supervise the inspection of all athletic facilities before a contest - work with the custodial staff and/or city personnel in planning for contests

\$ Work closely with the custodial staff and/or city personnel to provide the necessary maintenance of athletic areas

\$ Arrange for varsity teams and officials to be escorted to the locker facilities or back to their method of transportation.

\$ Supervise the sale of tickets and file a financial report following the contest

\$ Assist with home athletic contest, spectators, crowd control, injuries, and game responsibilities.

Duties of the Head Coach

Safety of the athletes is the primary responsibility of the Head Coach. The Head Coach shall also be responsible for the total program of his/her sport. This includes varsity, junior varsity and freshman teams. Each head coach should establish a program development format for each level of play.

The Head Coach must be familiar with the rules and regulations of the Rhode Island Interscholastic League which is available on the league website: www.riil.org.

1. General Responsibilities:

\$ Attend the mandatory pre-season coaches meeting. Sport schedules and league rules will be clarified and established. This is an excellent opportunity to contact teams regarding junior varsity game schedules. Failure to attend this meeting will result in a fine from the RILL that will be your responsibility to pay.

\$ Meet with assistant coaches before the season to discuss league, school, and team policy procedures.

\$ Attend the Athletic Director's mandatory pre-season meeting where the following forms will be distributed and each form explained: assumption of risk, annual questionnaire, form for physical, eligibility list, league schedule (if ready), Injury Fund reports, bus schedules, and tournament request form.

\$ Meet with potential athletes two to four weeks prior to the beginning of the season. At this meeting, distribute all necessary athletic forms. Establish a list of athletes by grade. Give potential athletes the practice dates, the return date of athletic forms, and general team requirements. Coaches who are involved in fall sports should meet with athletes before the close of the school year preceding the fall season. All fall head coaches should contact the appropriate middle school(s) that may feed your particular high school's program and

have a day to sign up all interested incoming freshmen.

\$ Bus request schedules for all levels of play must be handed in to your school's equipment manager as soon as possible. Please pay particular attention to your departure time and make sure you list the actual location of your game as the destination (many teams play certain sports off campus). Remember, busses are more difficult to book in the fall and spring because many of the games are after school, causing us to use a private contractor. Most winter events occur after 3:30 p.m. which allows us to use our own busses. Extremely important: when the athletic department provides transportation to an athletic event, all athletes are required to ride the bus to and from the contest. Only in rare circumstances can the head coach grant permission for an athlete not to ride the bus. In this particular case, a letter from a parent or guardian in advance of the contest must be in the coach's hand prior to making a decision. This is certainly something that should not be encouraged and must be closely monitored.

\$ Junior varsity and freshmen schedules must be returned to the athletic director as soon as possible. The athletic director must place these schedules on the RIIL website and secure officials.

\$ Establish team goals and practice schedules.

\$ Determine the system of play at all levels.

\$ Assign responsibilities to assistant coaches including: locker room, field, gym, and weight room supervision. Your athletes should never be left unsupervised at any time.

\$ Arrange for fundraising if so desire. Check with principal for school policy (principal approval required).

\$ Determine weekend practice schedule; notify the Athletic Director so he/she can make the necessary arrangements with the custodial staff.

2. In Season Responsibilities:

\$ Conduct tryouts in such a manner as to provide each athlete an equal opportunity to achieve a position on the team. Be sure you are able to justify your selections by using a scoring system you are comfortable with.

\$ Prior to selecting your team, determine the eligibility of your athletes. You can ask to see their report card, you can check with Guidance, or you can ask the main office for an “Ineligibility List”. Never take the word of the athlete as being completely accurate.

\$ After determining the eligibility of your players and after your team has been chosen, head coaches at Cranston East should submit an

Eligibility List to a secretary in the main office at Cranston East, and coaches at Cranston West should submit their Eligibility Lists to the Athletic Director so it can be posted on the RIIL website. Remember, all Eligibility Lists MUST be posted on the RIIL website twenty-four hours prior to your first RIIL contest, including the Injury Fund Game. Failure to do so will result in a fine from the RIIL that will be your responsibility to pay if you did not have your Eligibility List in on time.

\$ Have on hand at all times an “emergency call card” - a list of all your players along with all important contact numbers in the event of an injury of significance.

\$ Comply with mandates set forth by the Student Handbook: e.g. attendance policy governing participation. Have one of your athletes stop by the main office daily for an attendance sheet and other necessary correspondence.

\$ Cooperate with the sports media seeking interviews regarding team personnel, performance, etc. Bear in mind that statements are published and read by people for and against athletic programs; therefore, statements should be carefully weighed. The news media is not the proper channel for a coach’s criticism of officials, opposing players, etc.

\$ Create a parent-athletic booster club if so desired.

\$ When an athlete is hurt, the head coach must complete an “Injury Report Form” within twenty-four hours and send it to the Athletic Director. Please make sure all your athletes and their parents are aware of the benefits of the RIII Injury Fund.

\$ You are responsible for the level of play and conduct of all athletes under your control.

\$ You are responsible for the supervision of assistant coaches in practice, games, and locker room areas.

\$ Pick up all necessary first aid equipment from your school’s equipment manager.

\$ Promote your sport by prompt and accurate reporting of scores to local media.

\$ Perform other duties as related to the assignment and as designated by the Athletic Director.

3. Post Season Responsibilities:

\$ In order for your stipend to be released, all uniforms, equipment, medical supplies, and keys must be handed in to your school’s equipment manager. Once this is done, the equipment manager will

contact the Athletic Director to release your stipend.

\$ Submit your request for post-season athletic awards for your team to the Athletic Director at least two weeks prior to your end-of-the-season banquet.

\$ Please read your end-of-the-season evaluation carefully, answer all questions, evaluate all your assistants (if applicable), have your assistant sign his evaluation, and return the full evaluation to the Athletic Director as soon as possible. If you or your assistant has any questions pertaining to the evaluation, contact the Athletic Director to set up a meeting to address all questions and concerns.

\$ You are encouraged to attend clinics, symposiums, or seminars that will ultimately make you a better coach in your sport. Any costs must be paid by you or non-school sources.

Duties of the Assistant Coach

The assistant coach is directly responsible to the head coach of sport and to the program planned for that level of play.

1. General responsibilities:

\$ Work with head coach in planning the program.

\$ Understand league, school, team, student responsibilities to the sport and carry out these policies.

\$ Attend RILL meetings when asked by the head coach.

\$ Attend staff meetings when called by the head coach.

\$ Assist the head coach in any duties assigned by him/her pertaining to the overall athletic program.

\$ In relation to junior varsity and freshman teams, assistant coaches will have the same responsibilities as listed for the head coach where applicable.

\$ In the absence of the head coach, the assistant coach shall assume all the responsibilities of the head coach.

Duties of Equipment Manager

1. At the beginning of each season, with the head coach in attendance, the Equipment Manager will pass out all necessary uniforms, equipment, medical supplies and keys (if necessary). An accurate account of what was handed out and to whom it was handed out to must be kept.

2. Prior to each season, a bus request for each sport (in

triplicate form) must be handed in to the Office of the Director of Transportation at least two weeks prior to the first event.

3. During the season, the Equipment Manager must be readily available to any coach who may need additional uniforms, equipment or medical supplies.

4. At the end of each season, the head coach will return all uniforms, equipment, medical supplies and keys (if any were handed out) to the appropriate Equipment Manager. Once the Equipment Manager is satisfied that the head coach has fulfilled his/her obligations as stated in the Athletic Department Handbook the Equipment Manager will then compile a list for the Athletic Director of any outstanding issues.

5. Once the football season ends, all uniforms and equipment must be separated so that it can be picked up in a timely fashion to be cleaned and reconditioned.

6. The Equipment Manager at all times must maintain an accurate inventory of all uniforms, equipment and medical supplies to aid the Athletic Director in the budget process.

Volunteer Coaches

\$ Anyone who would like to be considered for a volunteer coaching

position must submit an application with Human Resources.

\$ All volunteer coaching candidates must be certified coaches. A copy of their Rhode Island Coaching Certificate must be on file in the Human Resources Office.

\$ All successful volunteer coaching candidates will be appointed by the Superintendent, subject to the “Volunteer Policy” and subject to the consent of the School Committee. A volunteer coach must always be accompanied by a paid coach.

Reappointment of Coaches

All coaches, assistant coaches, and volunteer coaches must be appointed by the Superintendent subject to the consent of the School Committee each year in order for them to continue in their roll as coach for the next season.

Cell Phone Usage and Recording Devices

All coaches, assistant coaches, faculty managers and volunteer coaches must comply with the school committee’s cell phone usage and recording device policy (#2526).

Code of Ethics: Sportsmanship

Sportsmanship is defined as that quality of responsible behavior characterized by the spirit of generosity and a genuine concern for the opponent.

The Cranston Athletic Department places the responsibility of sportsmanship on all those involved in the athletic program. The head coach will bear the greatest burden of this responsibility for sportsmanship. His/her influence on the attitudes and behavior of players, student body, and community establishes the mechanism for making sportsmanship a reality. The role the coach plays in developing the qualities of sportsmanship are demonstrated in the daily principles of coaching strategy and skill development. Nothing says more for a coach's program than the attitude and sportsmanship values his/her team portrays to those around them.

The following recommendations are included:

\$ Be a role model for those who follow you.

\$ Teach honest effort.

\$ Instruct the team in their responsibilities.

\$ Discipline athletes when appropriate and revoke their participation

if necessary.

\$ Treat opponents and officials as guests.

\$ Shake hands with opponents and officials after the contest.

Athletic Awards

An athletic award is a symbol of athletic accomplishment and good sportsmanship. The value of the award lies in the implication rather than the monetary value. Each head coach should establish a general policy for athletic awards and follow this procedure to develop the athlete's intrinsic sense of accomplishment.

1. General Recommendations and Policies:

\$ Standards of achievement should be required.

\$ Each coach will establish their own standards and make the athletes aware of these requirements.

\$ Accurate records should be kept by the coach regarding participation, sportsmanship, team records, and accomplishments of the athlete.

\$ Injuries should not exclude the student from receiving an award.

\$ As a coach, use your good judgment in giving awards - make sure the award means something to your team and to the total athletic program.

\$ Regardless of how many sports an athlete participates in, he/she will only receive one letter. After earning their letter, next they will earn their sport pin, and after the sport pin, the athlete can earn a bar. There are special bars available for the designation of capacity.

\$ Varsity squad members who do not meet award qualifications will be awarded certificates of participation.

\$ Junior varsity and freshmen members will receive certificates.

First Aid Concerns

\$ The well being of the athlete is the first priority of the head coach.

\$ Do not do anymore than you have been trained to do in your First Aid/CPR/AED classes.

\$ Follow general first aid procedures.

\$ Call rescue when necessary or summon EMT, athletic trainer, or doctor when available. Make sure a coach is with the injured athlete.

\$ Call a parent. Do not allow the student to walk home unsupervised.

\$ Notify the Athletic Director immediately regarding a serious injury.

\$ Contact injured athlete and parents after the injury.

\$ File an Injury Report within twenty-four hours of the injury and send the report to the athletic director.

P:\Active Clients\RFC files\CRANSTON SCHOOL DISTRICT\Coaches Handbook 10-4244\Athletic Dept Handbook 11.19.10.wpd

**CRANSTON PUBLIC SCHOOLS
COLLECTIVE BARGAINING**

FISCAL IMPACT STATEMENT

SECRETARIES

2010 - 2012

(7 mos.) (8 mos.) (8.5 mos.)

Cost Share Cost Share Cost Share

CATEGORY 2010-2011 2010-2011 2010-2011 2011-2012

SALARY INCREASE (A) 0 0 0 86,747

FICA/MEDICARE TAXES 0 0 0 6,636

NON CERTIFIED PENSION (B) 0 0 0 5,118

BENEFITS (C) & (1) (59,359) (67,839) (72,079) (161,961)

HEALTH BUYBACKS 0 0 0 (51,903)

PLAN DESIGN CHANGES (2) (18,829) (18,829) (18,829) (41,331)

NET COST (SAVINGS) (78,188) (86,668) (90,908) (156,694)

SUMMARY - COST (SAVINGS) (234,882) (7 mos. Cost Share - 2010/2011)

SUMMARY - COST (SAVINGS) (243,362) (8 mos. Cost Share - 2010/2011)

SUMMARY - COST (SAVINGS) (247,602) (8.5 mos. Cost Share - 2010/2011)

ASSUMPTIONS

(A) SALARY

2010-2011 - 0%

2011-2012 - 1.5% (JULY 1)

2011-2012 - 1.5% (JAN. 1)

(B) NON CERTIFIED PENSION

2010-2011 - 4.00%

2011-2012 - 5.90%

(C) BENEFITS

2010-2011 - 15% COST SHARE

**2011-2012 - 20% COST SHARE, 10% RATE INCREASE (HEALTH), 7%
RATE INCREASE (DENTAL)**

FOOTNOTES

**PLEASE NOTE THAT ABOVE-REFERENCED BENEFITS COST DOES
NOT INCLUDE IMPACT OF
DOMESTIC PARTNERSHIP.**

**(1) - PLEASE NOTE THAT ABOVE-REFERENCED SAVINGS IS LESS
3% COST SHARING**

ALREADY IN EXISTENCE.

**(2) - IDENTIFIED SAVINGS BASED UPON PROJECTED
USAGE.**

**2010-2011 FISCAL YEAR ONLY REFLECTS 6 MONTHS OF
SAVINGS**